Host Site: Rebuilding Together Acadiana  
AmeriCorps Program: SummerCorps  
Title: AmeriCorps Project Coordinator - SummerCorps  
Location: Lafayette, Louisiana

About Our Community
Declared "The Happiest City in the U.S." by the Wall Street Journal in 2014, Lafayette and the Rebuilding Together Acadiana affiliate provide a unique experience for those serving as CapacityCorps members. Acadiana is the heart of Cajun country and home to hundreds of annual festivals and cook-offs celebrating the area’s French heritage. The region is also known as a ‘sportsman's paradise,’ with many nearby parks, swamps, and recreational areas to explore. As a member of the Acadiana affiliate, you will be a part of a close-knit team that services low-income, elderly and disabled homeowners across four parishes. While the affiliate is small, the impact is huge and the programs diverse. As a CapacityCorps member this translates into a well-rounded service term, in which members are given the opportunity to discover their own strengths and weaknesses and focus on the areas of service that interest them most. Rebuilding Together Acadiana's leadership provides encouragement and resources to motivate members in improving the health and safety of houses in our community.

Summary of Position
As a member of the Acadiana affiliate, you will be a part of a close-knit team that serves low-income, elderly and disabled homeowners across four parishes. While the affiliate is small, the impact is huge and the programs diverse. As a SummerCorps member this translates into an intense and fast-paced service term, in which members complete projects and assist volunteers in order to bolster the impact on the community during a time of transition. Members also help to maintain a robust client pool and to keep project supplies organized.

Essential Duties and Responsibilities
- Collaborate on project logistics with staff members, fellow AmeriCorps members, volunteers, homeowners, and community partners to ensure accurate project timelines and manage client expectations
- Supervise project volunteers in direct repairs while providing a quality experience
- Communicate construction project expectations and safety procedures for large volunteer groups of varying ages and skill level
- Manage warehouse inventory and assist in the delivery of project supplies
- Represent the organization in a professional manner both in person and in media
- Coordinate communication between clients, staff, House Captains, and contractors such that all parties are on the same page about work scope, timeline/timing of project elements, and expectations.
Rebuilding Together SummerCorps
AmeriCorps Project Coordinator

- Meet with clients to complete home assessments, develop a work scope and materials list, and collaborate with other team members to develop a project timeline (especially if coordination with volunteers or contractors is required).
- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, water and snacks. Maintain a system for warehouse inventory to allow bulk purchasing, the reuse or repurposing of tools/materials, and an efficient supply chain. Ensure routine maintenance of Rebuilding Together-owned tools between projects.
- Oversee general volunteers in completing direct hands-on repairs. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheelchair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- Recruit House Captains to provide on-site leadership of volunteers completing direct hands-on repairs and other skilled-trades volunteers to complete skilled repairs and modifications. Conduct trainings to bring volunteers in leadership/specialty roles up to speed on Rebuilding Together’s model of delivering services and completing projects.
- Obtain necessary permits, inspections, and other approvals to begin work.
- At the end of each rebuilding day, evaluate productivity against the workscope and ensure quality and completion of work.

Knowledge, Skills, and Abilities

**Required**

- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Proficient with Microsoft Word, Excel, and use of internet
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone

**Preferred**

- Some college or relevant life/work experience
- Experience with database, inventory, and barcoding systems or willingness to learn
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Volunteer service experience; managing or coordinating other volunteers is a plus
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Description of Physical Demands

- Must be able to navigate an active construction site, including: climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- Must be able to lift 40 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- Must be able to lift 15 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- They must be able to travel independently to meetings in the community and in client homes
- They will assist with several rebuilding days during the term—as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.

Other Requirements

- Access to reliable transportation for daily commute
- Use of a personal vehicle is recommended due to inadequate public transportation
- Valid driver’s license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Comfort backing up a vehicle with a trailer (or willingness to learn)

Program Benefits

Serving with SummerCorps offers a range of leadership opportunities.

Here are just some of the benefits of our program:

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of $2,400 over 10 week term of service, which amounts to $480 twice per month before taxes.
- Health insurance including dental and vision plans.
- Education Award of $1,289 for qualifying education expenses or loans, upon completion of the term of service.
- Federal student loan forbearance and interest accrual payment.
- Positions are eligible for Public Service Loan Forgiveness.

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ’s on our website, www.rebuildingtogether.org/capacitycorps.
Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together’s general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.

Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

a) Attempting to influence legislation;
b) Organizing or engaging in protests, petitions, boycotts, or strikes;
c) Assisting, promoting, or deterring union organizing;
d) Impairing existing contracts for services or collective bargaining agreements;
e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
h) Providing a direct benefit to—
   i) A business organized for profit;
   ii) A labor union;
   iii) A partisan political organization;
   iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
j) Providing abortion services or referrals for receipt of such services; and
k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations: